



HUMAN RESOURCES ADMINISTRATOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, organize and supervise the city's recruitment & selection, classification & compensation, and other activities and programs of the HR Services Division within the Human Resources Department; and to perform a variety of technical tasks relative to assigned areas of responsibility.

Supervision Received and Exercised:

Receives general direction from the Human Resources Manager or from other supervisory or management staff.

Exercises direct supervision over professional, para-professional, technical and clerical staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; plan, prioritize, evaluate workload, and determine assignments; supervise, review and evaluate the work of staff involved in recruitment & selection, classification & compensation and other human resources services available to City departments.
- Participate in budget preparation; prepare cost estimates for budget recommendations if required; be familiar with City budgeting practices and procedures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary actions as necessary.

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- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Answer questions and provide information to City employees; investigate employee complaints regarding employment processes in areas of responsibility; provide education and/or training to employees regarding City personnel procedures and policies; identify and resolve procedural and operational problems.
- Provide oversight of and assist as required in recruitment & selection processes for all City departments; review City policies and procedures relative to recruitment and selection and suggest changes as appropriate.
- Supervise, assess requests for, and participate in classification and compensation reviews from all City Departments; review City policies and procedures relative to classification and compensation and suggest changes as appropriate; oversee the completion and implementation of the City's annual market survey.
- Assist with employee relations issues including EEOC claims and employee grievances; interpret and explain the requirements of the FMLA, FLSA, ADA, ADEA, TITLE VII, and any other applicable state and federal laws; work with the City Attorney's office as necessary on employment law issues.
- Evaluate and monitor current processes and the efficiency and effectiveness of service to all City departments; recommend improvements and modifications to streamline work processes; prepare various reports on operations and activities and prepare recommendations for action.
- Oversee all human resources information system (PeopleSoft) data entry and modifications relative to employment data and changes to employee data related to areas of responsibility.
- Interpret, explain, review, and evaluate City Personnel Rules and Regulations as they pertain to areas of responsibility and prepare any clarifications or changes for review annually or as necessary.
- Represent the City at a variety of professional association meetings.
- Perform related duties as assigned

Experience and Training Guidelines:

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Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of professional, journey level human resources experience, including at least two years of public sector experience and at least one year of lead, supervisory or administrative responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in human resources management, personnel management, psychology, public or business administration or a related field.

Licenses/Certifications:

Successful completion of Alternative Dispute Resolution (ADR) certification training for mediator skills from a recognized dispute resolution service (such as the American Arbitration Association) is desirable.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 2630

FLSA: Exempt